



DeKalb County

330 W. Ponce De Leon Ave, 2nd Floor
Decatur, Georgia 30031
(404) 371-2461 or 371-9274
Fax (404) 371-2946

Department of Finance

Internal Audit and Licensing

October 6, 2005

ALCOHOL RENEWAL REQUIREMENTS

Enclosed is your 2006 Alcohol License Renewal Application for a license to sell beer, wine and/or liquor in Unincorporated DeKalb County.

Alcoholic beverage licenses are not transferable and any change of ownership, not authorized by County Code Section 4-53, automatically cancels the last alcohol license issued to your business. If there were no ownership or licensee changes, please fully complete the renewal application and mail it back to us with a cashiers check or money order for the exact amount due. **The licensee on record with our office must sign the application and have their signature notarized.**

Failure to fully complete the renewal application will delay processing of your renewal because incomplete application(s) will be mailed back to the business operator to be fully completed.

DeKalb County Code Section 4-52 requires filing of renewal application and payment of the license fees by November 30 for the next year. **Renewal applications and payment of the 2006 license fees must be received in our office or postmarked by the Postal Service no later than November 30, 2005 to avoid assessment of a ten percent (10%) penalty and interest charges of one percent.**

No renewal of an alcoholic beverage license shall be accepted after December 31, 2005. Any previously licensed business that attempts to renew after December 31 will be required to reapply as if no previous license had been issued. Selling of alcoholic beverages on an expired license(s) or without a license subjects the licensee and business to denial of another license in our jurisdiction.

If you have any questions concerning the renewal procedures, please contact me at (404) 371-2948 or Dwight Greene at (404) 371-2772.

Sincerely,

Monroe Scott III
Alcohol License Manager